

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
SIP-3401.A
Independent Study Request Form

Philosophy and Purpose of Independent Study

Independent Study is primarily designed to provide an opportunity to students with specialized interests which cannot be served through the normal academic offerings. Independent Study is an avenue for supplemental, more advanced, or more detailed study of a particular subject by students who have demonstrated an ability to benefit academically from the program.

On infrequent occasions, Independent Study may be used to meet the academic needs of students who are unable to schedule classes which are needed to fulfill their program requirements for graduation. Independent Study is to be used as a last resort to assist students in meeting program requirements. Independent Study is not designed to encourage students to avoid scheduled classes.

Procedure for Independent Study

A student wishing to take a course by Independent Study must first talk to the appropriate Division Dean for the course he/she desires to take. The student will be given SIP-3160.A Independent Study Request Form by the Division Dean. Upon completion, the student returns the request form to the Division Dean.

The Division Dean reviews the request form to verify that the student meets the minimum criteria and evaluates the student's schedule and ability to complete the course.

Minimum Guidelines

1. Have a sophomore standing (30 hours or more)
2. Have no less than a 2.00 grade point average (GPA). An average of 2.5 or better is strongly recommended.
3. A student may not earn more than six (6) credit hours by Independent Study while attending Southern.
4. Personal schedules shall also be considered in the student's ability to complete the course work. (It may not be desirable for a student taking 15 hours and working a 40-hour week to register for an additional 3 hours of Independent Study.)

If the student meets the minimum guidelines, then the Division Dean confers with the potential instructor(s) for the Independent Study to see if that topic can be taught independently. It is recognized some topics are not suitable for teaching by Independent Study.

Upon approval of the Independent Study, the Division Dean will assign an instructor. Chairpersons should keep in mind the class load of the various instructors and not overload one instructor with a number of Independent Study students. The Division Dean shall create a section and notify the student. If the request is denied, the Division Dean will notify the student in writing of the decision.

Once the instructor is assigned, he/she and the student complete SIP-3401.B Independent Study Contract. The student and instructor will need to establish times for conferences. It is suggested that these conferences occur bi-monthly throughout the semester.

When the details of the Independent Study have been finalized, three copies of the contract are distributed as follows: one copy to the student after it has been approved by the faculty member and Division Dean, one copy will be retained by the faculty member, and the final copy will be retained by the Division Dean.

The student will then register for the course and pay any associated tuition and fees.

INDEPENDENT STUDY REQUEST FORM

PART A – To be completed by the student

Date:		Student ID Number:	
Name:		Phone Number:	
Address:		Advisor:	
City:		Major:	
State:		No. of Hours Completed:	
Zip:		GPA:	
Number of hours completed:		Are you employed?	
Number of college hours this semester:		If yes, how many hours do you work?	
Overall GPA:		Course requested:	

In the space below state the reason(s) you desire to take a course by Independent Study. After completing this form, return it to the appropriate Division Dean. (Use additional sheets of paper, if necessary.)

DO NOT WRITE IN THIS SPACE – RESERVED FOR DIVISION DEAN

Part B – To be completed by the Division Dean

Date Evaluated:		Approved:	Denied:
Course No.:			
Index No.:			
Semester:			
Student GPA:			
Instructor:			
Number of previous hours by I.S.:			
	Division Dean:		

If request for Independent Study is denied, list reasons below: